## Board Officer Position Descriptions

**President or Chairperson**

* Presides at meetings of the board.
* Acts as the chief volunteer representative of the organization.
* Appoints committee chairpersons and members.
* Works closely with the executive director to ensure good communication between board and staff. (If an all-volunteer organization, the board president will also be responsible for overseeing all volunteer activities.)
* Oversees all board committees.
* Ensures the full participation of board members and moves to fill board vacancies.
* Serves as chairperson of the executive committee if the board has such a committee.

**Vice President**

* Presides at board meetings and serves as the chief volunteer officer in the absence of the president.
* Assists the president in carrying out special projects when necessary.
* Serves on the executive committee if the board has such a committee.

**Secretary**

* Records minutes of board meetings or oversees this function if done by a staff person.
* Serves as the official keeper of organizational records.
* Provides public notice of board meetings when necessary.
* Serves on the executive committee if the board has such a committee.

**Treasurer**

* Serves as chairperson on the finance committee and makes reports to the board about organizational finances.
* Assists in setting organizational budgets.
* Provides volunteer oversight to organization’s financial accounting systems.
* Ensures that the board reviews the 990 report each year.
* Serves on the executive committee if the board has such a committee.

Some nonprofit organizations also may include the position of president-elect or more than one vice president position. Additional vice president positions typically are associated with areas such as programs, fundraising, and so on. A sample title might be vice president for programs.